



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date November 8, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: NOV 30 1972 Application No.: 410 Date Completed: DEC 4 1972	
2. Agency Application No. 45				4. Person to Contact M. J. Lane <i>[Signature]</i>	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - General Field Inspection Forces Animal Disease Eradication Section 19 Hunter St. S.W., Atlanta, Georgia 30334				5. Working Title: Director Gen. Field Insp. Forces 6. Tel. No.: 656-3665	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1970 to Date		9. Exact Series Title Special Reports of General Inspections Files			
10. What is the function of the office in which this record series is created? The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian; evaluates affidavit for certification, accreditation and/or validation - if qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification, re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to special reports of inspections of general nature conducted by the Animal Industry Division. These are not routine, scheduled inspections; they are performed in response to a specific request. The inspection may be performed at the request of someone in the animal industry who desires advice to improve his production, or the inspection may result from a complaint against an individual or facility alleged to be in violation of State regulations. Included is Form A-1 (General Inspection-Special Report) which identifies and locates the individual or facility being inspected, date of inspection, type of inspection and inspector. The report is made in narrative form. The file is arranged alphabetically by inspector.					
ATTACH SCHEDULE OF THE FILES					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1.5	1 1.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				1	
				This Year's Last Year's Preceding Year's All Prior Years'	
				2	
				AVERAGE DAILY REFERENCES	
				2	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 21. Does the record series contain documentation produced an EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s)
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

1. (Indicate briefly rationale for recommendations above/or write additional remarks)

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	11-8-72		11-8-72
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	11-8-72
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hiler</i>	12-1-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hays</i>	11-30-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Sheep</i>	12-1-72

STATE RECORDS
COMMITTEE